



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

BUSINESS SERVICE ASSISTANT (SPECIALIST)

\$2,495 - \$3,819

BUSINESS MANAGEMENT BUREAU SACRAMENTO

Are you an individual seeking a challenging position, one that builds and complements your current experience, and allows you to learn and grow? If you are, the Business Management Bureau is seeking a motivated Business Services Assistant (Specialist) to join the talented team at our Sacramento location.

RESPONSIBILITIES: Under the close supervision of the Facilities and Property Manager (Staff Services Manager I), this position independently performs technical business services work in the Business Management Bureau (BMB) for a variety of functions, and may assist in the performance of more difficult and complex assignments for the California Department of Insurance (CDI), including three headquarters and nine field offices statewide. The incumbent must express a high degree of initiative in the development and coordination of various activities including, but not limited to Building Maintenance, Fleet Management, Purchasing, and Special Projects.

DESIRABLE QUALIFICATIONS:

- Possess good communication skills, both verbal and written, logical reasoning, good negotiation skills and have the ability to maintain cooperative working relationships;
- Ability to be flexible and work well under pressure with short deadlines, prioritize multiple tasks, be organized;
- Building maintenance experience;
- Experience working with State purchase documents;
- Completion of the Department of General Services California Procurement and Contracting Academy (CalPCA);
- Strong computer skills utilizing Microsoft Word, Access and Excel.

WHO MAY APPLY: Applications will be accepted from current State employees at the Business Service Assistant (Specialist) level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. **Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.**

APPLICATION PROCEDURE: Please mail a completed standard [State Application STD 678](#) to Nicole Terrell, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Business Service Assistant (Specialist), #413-193-4707-002" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3316 or Nicole.terrell@insurance.ca.gov.

FINAL FILING DATE: Friday, March 28, 2014 – Close of Business (5:00 p.m.)

3/17/14 NT

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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